



CEA



CAREER EXECUTIVE ASSIGNMENT

OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT:

DEVELOPMENTAL SERVICES

POSITION TITLE:

EXECUTIVE DIRECTOR
AGNEWS DEVELOPMENTAL CENTER
(CEA, Level III)
Salary: \$8,030-\$8,854

FINAL FILING DATE:

May 1, 2006

POSITION DESCRIPTION

Under the direction of the Deputy Director, Developmental Centers Division, serve as chief executive officer of Agnews Developmental Center in San Jose, California. The primary purpose of the facility is to provide services to persons who have developmental disabilities. The Executive Director oversees all aspects of a 24-hour facility made up of a General Acute Care Hospital, a Skilled Nursing Facility and an Intermediate Care Facility. Agnews Developmental Center is in the process of being closed and consumers are being transitioned into appropriate living options, primarily in the community. The Executive Director participates as a key member of the Bay Area Unified Plan, and is responsible for facility closure activities and community coordination.

EXAMINATION PROCESS

The examination will consist of an application/resume evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION

All interested applicants must submit:

- A standard original State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The statement should be no more than two pages in length.

- A resume does not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be postmarked by 5:00 p.m. on May 1, 2006 to:

Department of Developmental Services
Personnel Services Section
1600 Ninth Street, Room 340
Sacramento, CA 95814
Attention: Crystal Dunlap

Questions concerning the examination should be directed to Ms. Dunlap at (916) 654-1866 or CALNET 464-1866; TTY Hearing Impaired (916) 654-2054 or Voice (916) 654-1946.

MINIMUM QUALIFICATIONS

Permanent California State civil service status.

Or

Service as a Legislative employee meeting the criteria in Government Code Section 18990.

Or

Service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management, and leadership; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee empowerment and retention; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to lead a multidisciplinary and multicultural professional and administrative staff through a period of transition; analyze administrative policies, organization procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity program.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform high-level administrative and policy-influencing functions effectively. Ability to establish and maintain partnerships with families, stakeholders, regional centers, and employee organizations.

DESIRABLE QUALIFICATIONS

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the career executive assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Knowledge of and experience working with the Department of Developmental Services, including its programs, the needs of the citizens it serves, the Lanterman Act and the developmental center and regional center systems.

Excellent interpersonal communication skills.

Strong clinical management skills and experience in an administrative or executive capacity with responsibility for program administration and policy development and the demonstrated ability to facilitate the establishment of priorities.

Background in the successful management of a large multifaceted human service entity involving diverse stakeholders, government and/or private agencies, such as a Program Director in a developmental center/state operated facility or equivalent capacity in a community setting.